

HAMPSTEAD PLANNING & ZONING COMMISSION
MINUTES
December 23, 2020

The Hampstead Planning & Zoning Commission met on Wednesday, December 23, 2020. Commission Chair Sharon Callahan called the meeting to order at 7:00 p.m. The following Commission Members were present Diane Barrett, Kevin Malinowski, and Deborah Painter. Staff Members present were: Assistant Zoning Administrator Jim Roark; and Hampstead Police Chief David Snyder. Price Wagoner, the Carroll County Department of Planning liaison to Hampstead was absent.

Guests present: Brian Wagner and Cole Brown.

Minutes Approval

Commission Member Deborah Painter made **a motion to approve the November 18, 2020 meeting minutes as presented**. Commission Member Diane Barrett seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

Commission Member Diane Barrett made **a motion to approve the November 18, 2020 Public Hearing minutes as presented**. Commission Member Kevin Malinowski seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

Business:

Assistant Zoning Administrator, Jim Roark gave a report to the Commission on the Main Street Revitalization project. Virtual partnering meetings continue to be held monthly. C.J. Miller has almost completed their portion of our project. They have submitted a request to SHA for approval of substantial completion which will stop the count of project construction days. Before this request may be approved, all line-item work will have to be finished. Outstanding items include flushing the new storm water system and removing the old traffic signal pole foundations at Gill Avenue and North Woods Trail. C. J. Miller requested to be able to work on New Year's Eve and the Town is allowing it, just asking that they wrap up by 4 pm. Verizon is responsible for raising the lines that are hanging below the top of the newly installed lampposts. This work has not yet been scheduled. All the cluster boxes north of 482 have been installed except for the one in front of 1410 North Main Street. Mail delivery has been transferred to the new cluster boxes and the single mailboxes will be removed soon. After all the boxes north of 482 are installed, the Post Office will install one cluster box per month as their budget allows in the area between Shiloh Road and Route 482 on the southbound lane. After substantial completion has been approved by SHA, a final walkthrough inspection will be conducted that will include Town Staff. Crews may remain on Main Street afterwards to address items discussed during the inspection.

Mrs. Callahan initiated the discussion on the **motion for the Approval of Concept Plan – Hampstead Volunteer Fire Department – 1341 N. Main Street**. Mr. Roark discussed the various comment letters submitted from county agencies regarding the project. Most brought up minor concerns like grading fixes. The Town reviewed these concerns and would like to bring the Commissions attention to a comment submitted from the county Department of Engineering. They are requesting certain specifications for the intersection and to add a sidewalk, curb, and gutter on the far eastern end of the property. Brian Wagner, CLSI, further described what the county recommendation would mean in terms of the sidewalk, curb, and gutter request. Mr. Roark added that with those changes being a recommendation, the fire department and the project engineers can

decide what would work for their project. Mr. Wagner discussed completing the sidewalk work but not completing the roadway work as part of this project. The Town will be granted the right of way to that part of the property. They are working on the estimate for the sidewalk work and for approval of the storm water management for the project.

Ms. Barrett made **motion for the Approval of Concept Plan – Hampstead Volunteer Fire Department – 1341 N. Main Street contingent on the completion of the land annexation, approval of the Concept Plan from Carroll County and the Fire Department will grant a right of way and the installation and plans for the installation of a sidewalk.** Mrs. Painter seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

Mrs. Callahan initiated the discussion on the **Review and Recommendation of Ordinance 538 to Council for Adoption.** Mr. Roark shared the suggested updates to the uses in restricted industrial districts as presented in the ordinance. The Commission discussed the accessory use of solar power on a parcel.

Commission Member Diane Barrett made **a motion to Recommend Adoption of Ordinance 538 to the Town Council as presented with updated verbiage for 135, 135 Q- Solar Farms.**

Commission Member Kevin Malinowski seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

Mrs. Callahan initiated the discussion on the **2020 Hampstead Community Comprehensive Plan Discussion – Chapter Eleven & Appendix A.** Assistant Zoning Administrator, Jim Roark, shared that there were no changes to the chapter from when originally presented. The Commission had no recommended changes.

Price Wagoner, the Carroll County Department of Planning liaison to Hampstead, was absent. No update given.

Other Business:

None.

Public Comment:

None.

Commission Member Diane Barrett made **a motion to adjourn.** Commission Member Deborah Painter seconded the motion. The motion passed with three votes for, no votes against and no abstentions.

ATTEST _____ CHAIR _____